



Ickford Learning Trust and Ickford School
Board of Trustees
Scheme of Delegation

Key:

Level 1: Members

Level 2: Trustees

Level 3: A committee of the Board of Trustees

Level 4: The Accounting Officer (Headteacher)

Column blank: Action can be undertaken at the level

Key function	Task	Decision level			
		1	2	3	4
Budgets & Accounts	Approve budget plan for financial year		√		
	Approve a written scheme of delegation of financial powers		√		
	Manage conflicts of interest		√		
	Monitor monthly expenditure				√
	Establish charges & remissions policy			√	
	To enter into contracts (refer to Financial Scheme of Delegation)		√	√	√
	Ensure academy annual accounts are prepared within the appointed time frame			√	
	To approve and submit the annual accounts		√		
	To receive the Annual Report and Accounts	√			
	Review annually and appoint the External Auditors	√	√		
	Review annually and appoint the Responsible Officer		√	√	
	Review annually and appoint the Internal Auditors		√	√	
	Staffing	Headteacher appointments		√	
Deputy Headteacher appointments			√		
Teaching staff appointments					√
Non-teaching staff appointments					√
Pay policy			√		
Establish and review procedure for addressing staff disciplinary, conduct and grievance				√	√
Dismissal of the Headteacher		√	√		
Dismissal of other staff				√	√
Suspension of the Headteacher		√	√		
Suspension of other staff				√	√

Key function	Task	Decision level			
		1	2	3	4
	Ending suspension of the Headteacher		√		
	Ending the suspension of all other staff			√	√
	Determining staffing requirements			√	√
	Dismissal payments/early retirement			√	√
Curriculum	Establish and implement Curriculum Policy				√
	Approval of Curriculum Policy			√	
	Responsibility for standards of teaching				√
	Decide which subject options will be taught including activities outside the school day			√	√
	Responsibility for individual child's education				√
	Provision of sex education – includes establishing and maintaining an up to date policy				√
	To prohibit political indoctrination and ensuring a balanced treatment of political issues				√
Performance Management	Establish performance management policy and review annually			√	√
	Ensure compliance with employment legislation		√	√	√
	Implement the performance management policy				√
	Agree staff appraisal procedures		√	√	
Target setting	Set and publish targets for student achievement				√
Discipline/Exclusions	Establish a discipline policy				√
	Review use of exclusion and decide whether or not to confirm permanent and fixed term exclusions where the student is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination (can be delegated to chair/vice chair in case of emergency)		√		

	Direct reinstatement of excluded students				√
Admissions	Consult annually before setting an Admissions Policy		√		
	Admissions: applications decisions (In year)				√
Collective worship	Arrangements for collective worship				√
Premises & Insurance	Buildings insurance, personal liability & Governors' Indemnity Insurance			√	
	Develop academy building strategy			√	
	Change the name of the School	√	√		

Key function	Task	Decision level			
		1	2	3	4
	Procure & maintain buildings, including properly funded maintenance programme			√	
Health & Safety	Institute a Health & Safety policy		√		
	Ensure Health & Safety regulations are followed			√	
School organisation	Set times of academy day and dates of academy terms and holidays		√		√
	Ensure academy meets 380 sessions in a school year				√
Information for parents	Prepare and publish the academy prospectus				√
	Ensure provision for free school meals to those students meeting the criteria				√
	Adopt and review home school agreements				√
Trust Procedures	Amend the articles of association subject to any restrictions created by the funding agreement or charity law	√			
	By special resolution, appoint new members and remove members	√			
	By special resolution, direct Trustees to take specific action				
	Appoint (and remove) the chair and vice chair				
	Change company name and ultimately, wind up the company	√			
	Appoint (and dismiss) the clerk to the Trustees		√		

	Hold an FGB/Board of Trustees meeting at least 3 times in the academy year		√		
	Appoint (and remove) Governors/Trustees	√	√		
	Set up register of Governor/Trustees business interests		√		
	Approve and set up expenses scheme			√	
	Discharge duties in respect of students with special needs by appointing a 'responsible person'		√		
	Consider whether or not to delegate functions to individuals or committees		√		
	To delegate 'Chair's Action' to the Chair of Governors/Trustees		√		
	Regulate the GB/Board of Trustees procedures		√		
Multi-academy Trusts	To consider forming a MAT or joining an existing MAT	√	√		
	To consider requests from other schools to join the MAT	√	√		
	To leave a MAT	√	√		
Extended schools	Decide to offer additional activities & what form these should take				√
	Put in place and ensure delivery of services to be provided				√
	Cease providing extended school provision				√
Inclusion and equality	To establish and publish annually an 'Equality information and objectives statement' and review equality objectives every four years		√	√	√
	To establish and review a special educational needs (SEN) and disability policy		√		√
	To designate a 'responsible person' for Safeguarding		√		
	To designate a 'responsible person' for looked after children		√		
	To establish and review annually a child protection policy and relevant procedure		√		√

Equalities Statement

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.